

Marin County Community Development Agency

Alex Hinds, Director

MASTER PLAN FACT SHEET

DEFINITION

A master plan consists of written and graphic material setting forth a general development scheme which is required for development of all property located in a planned district. In order to adopt a master plan, the Board of Supervisors must find that:

1. The master plan is consistent with the Countywide Plan, the Local Coastal Plan or any applicable community plan;
2. The development, maintenance and use of the property shall be carried on in conformance with certain maps and plans as approved;
3. The maps designated in the ordinance shall be filed in the office of the County Planning Department; and that
4. No building shall be constructed, maintained or used other than for the purpose specified in the master plan.

After approval of the master plan, no development and/or land improvement and/or building construction is allowed until a precise development plan is approved for a portion of or entire area of the master plan. (Please see a separate fact sheet titled "Precise Development Plan".)

If applicable, a rezoning application for the subject property must be filled concurrently with the master plan application.

TIME FRAME FOR PROCESSING

Generally, action is taken by the Board of Supervisors within 10 or 12 weeks from the date when environmental review is completed. Master plan approval for large or complicated development projects will take longer to process.

APPLICATION PROCESS

STEP 1 PRE-APPLICATION RESEARCH/REVIEW - Before submitting your application, you should call or visit the Zoning Counter for policies and regulations that may affect your proposed project. It will save you time at the counter if you know your Assessor's Parcel Number(s) for the subject property; the numbers can be found on your tax bill.

You may request a pre-application review of your project with the planning staff to discuss, and hopefully, resolve issues early in the planning process. You can schedule a pre-application meeting either at the Zoning Counter or by calling the Planning Department.

STEP 2 SUBMIT APPLICATION AT ZONING COUNTER - The submittal requirements for a master plan are listed later in this fact sheet. Master plan applications are subjected to environmental review, as required by the California Environmental Quality Act (CEQA). Please refer to the separate fact sheet "Environmental Review" which contains submittal requirements for an Environmental Review submission and a description of the environmental review process.

APPLICATION PROCESS (continued)

Please check with the counter planner if you have any questions regarding any of these items. Incomplete or unclear applications will not be accepted for processing.

STEP 3 STAFF APPLICATION PROCESSING - A planner will be assigned to process your application.. He/she will transmit your plans and any other pertinent materials to relevant public agencies, such as the Department of Public Works, Fire Department, etc., for their review and comments.

STEP 4 DETERMINATION OF COMPLETENESS - The planner assigned to your project will review your application for completeness. The Environmental Review Submission will be reviewed for completeness with the other project application materials. State law requires that staff determine whether the application is complete within 30 days from submittal. You will be sent an Application Notice informing you whether your application is complete or incomplete, and, if incomplete, what items must be submitted before processing can begin.

STEP 5 PUBLIC NOTICE - Once it has been determined that a complete application has been submitted and environmental review is completed, a notice of public hearing will be sent to the owners of all properties within 300 feet of your property, and published in a newspaper of general circulation within the County at least ten (10) days prior to the public hearing. The notice will state the time, date and place of the hearing.

STEP 6 ACTION - The Planning Commission will hold at least one public hearing on the master GPA and then render its decision in the form of a resolution which makes a specific recommendation to the Board of Supervisors. The Planning commission may recommend approval , conditional approval or denial of the master plan.

The Board of Supervisors will hold at least one public hearing on a master plan. The Board of Supervisors may approve, modify or disapprove the recommendation of the Planning Commission. Any significant modification of the master plan by the Board of Supervisors not previously considered by the Planning Commission shall first be referred to the Planning Commission for report and recommendation. The adoption of a master plan will be by ordinance.

If no application for a precise development plan is filed for the approved master plan, the master plan will expire two (2) years from the date of the ordinance approving the master plan. Upon request by the applicant, an extension of up to a total of three (3) years from the date of initial expiration may be granted by the Planning Director.

FOR FURTHER INFORMATION

- ° Visit the Marin County Planning Department Zoning Counter at the Civic Center - Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4 p.m., or call (415) 499-6269.
- ° See Marin County Code, Title 20, Sections 22.45

MASTER PLAN SUBMITTAL REQUIREMENTS

In order to file a master plan application, the following must be submitted:

1. A completed Zoning/Development Application (also check rezoning if applicable).
2. A completed Environmental Review Submission.

SUBMITTAL REQUIREMENTS (continued)

3. Ten (10) copies of the following maps, plans plus a reduced set no larger than 11" x 17" or written material, as applicable, shall be submitted to the Planning Director. All site plans and maps must be submitted on a topographic base map. Specific requirements may be waived by the Planning Director for good cause. (When deemed necessary to properly process an application within the mandated time limits, additional copies may be required.)
 - a. Preliminary conceptual grading plans, showing existing and proposed grades, the extent of cut and fill, and slope angle of all banks for entire property and adjacent properties where appropriate. Preliminary grading plans may be based on a photogrammetric survey to a scale not less than one inch equals one hundred feet. Contour lines of existing grades shall have the following maximum intervals:
 - ° ten (10) foot contour interval for ground slope over fifteen percent
 - ° five (5) foot contour interval for ground slope below fifteen percent.All grades and elevations shall be based upon mean sea level datum for any property below an elevation of twenty-five (25) feet above mean sea level.
 - b. Existing use of property including existing building locations, prominent geographic features and man-made improvements.
 - c. Preliminary landscaping plan (may be combined with site plan) showing:
 - ° all existing trees spaced more than thirty (30) feet apart by common name and spread. Trees to be removed shall be indicated;
 - ° in more densely wooded areas or in tree clusters, only the outline need to be shown; however, outstanding trees within the clusters must be shown if they are to be removed; and
 - ° a conceptual plan for proposed trees and other plant material.
 - d. Proposed site plan including lot configuration, private and common open space, recreational facilities, all easements, vehicle and pedestrian circulation, bicycle and equestrian pathways, paving coverage, access to adjoining streets, building configurations, and location and use of adjacent structures within fifty (50) feet of the periphery of the property.
 - e. Description of the proposed development including all proposed uses, square footage of commercial and industrial uses, residential lot size density, building heights, major open space, sewage disposal and public utilities.
 - f. A conceptual drainage and flood control plan including conformance with flood plain zoning requirements, if applicable.
 - g. A preliminary geological reconnaissance report prepared by a registered civil engineer or a registered engineering geologist.
 - h. Conceptual building elevations including materials and colors.
 - i. Location map which clearly shows the subject property in relationship to surrounding parcels and street system.All maps and plans must contain the following:
 - ° name, address and phone number of the owner of record, applicant, architect, engineer and/or surveyor;
 - ° north arrow (north should be at the top of the sheet) and scale; and
 - ° date; revised copies should be clearly indicated with a new date and marked : "revised."
4. Title report for the property.
5. Such additional information as may be required by the Planning Director.
6. Filing Fee (see Schedule).